AARO OFFICE CONNECTIVITY

15.0 USER MANUAL

AARO SYSTEMS AB

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1. AARO Office Add-in

The **AARO Office add-in** integrates the AARO Web client with Excel, and provides the user with the following functionality:

- Copy AARO Web reports into Excel with active drill down functionality.
- Open a predefined AARO drill down report in Excel.
- Perform drill down and expand reports in Excel.
- Locate several AARO reports on one Excel work sheet.
- Move a report to a new location.

AARO Office add-in is not integrated with AARO Excel add-in. It can be installed and work in parallel with AARO Excel add-in.

AARO Office add-in is supported with Excel 2007 and higher.

1.1 Installing the AARO Office Add-in

AARO Office add-in is installed using the setup program AARO_OfficeAddin.exe. It can be installed to any folder containing the .srv file with the database reference. Once installed, it can be upgraded with the newer version by replacing the .dll files in the installation folder.

To install AARO Office add-in:

1. Run AARO_OfficeAddin.exe.
2. In the **Setup** window, click **Next**.

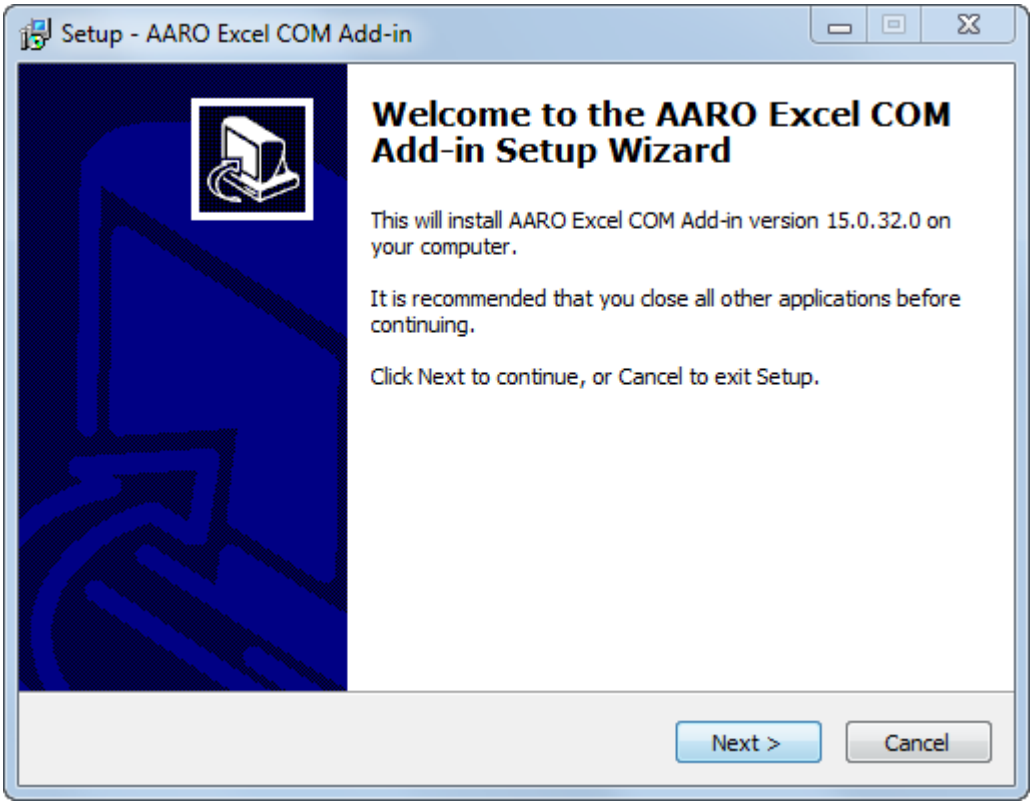

Setup - AARO Excel COM Add-in
Welcome to the AARO Excel COM Add-in Setup Wizard
This will install AARO Excel COM Add-in version 15.0.32.0 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

Figure 1.1–1 AARO Office add-in setup window

3. Select the folder where the add-in will be installed using the **Browse** button and click **Next**.

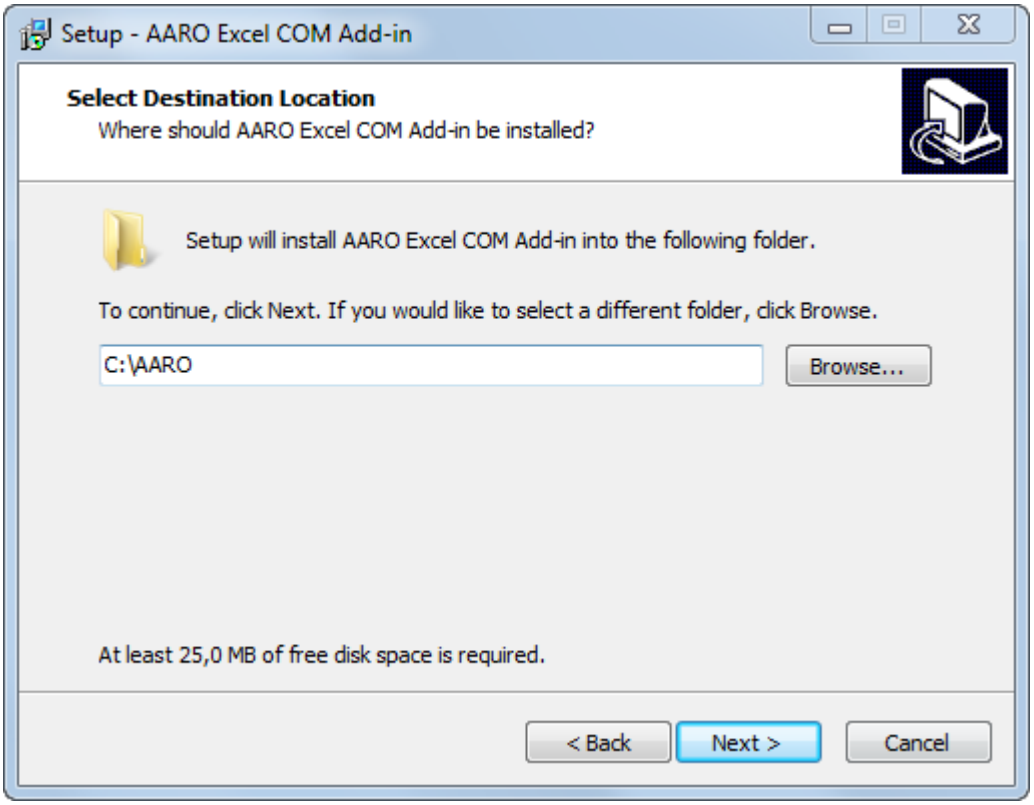

Setup - AARO Excel COM Add-in
Select Destination Location
Where should AARO Excel COM Add-in be installed?
Setup will install AARO Excel COM Add-in into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\AARO
Browse...
At least 25,0 MB of free disk space is required.
< Back
Next >
Cancel

Figure 1.1–2 Selecting an installation folder

4. Click **Install**.

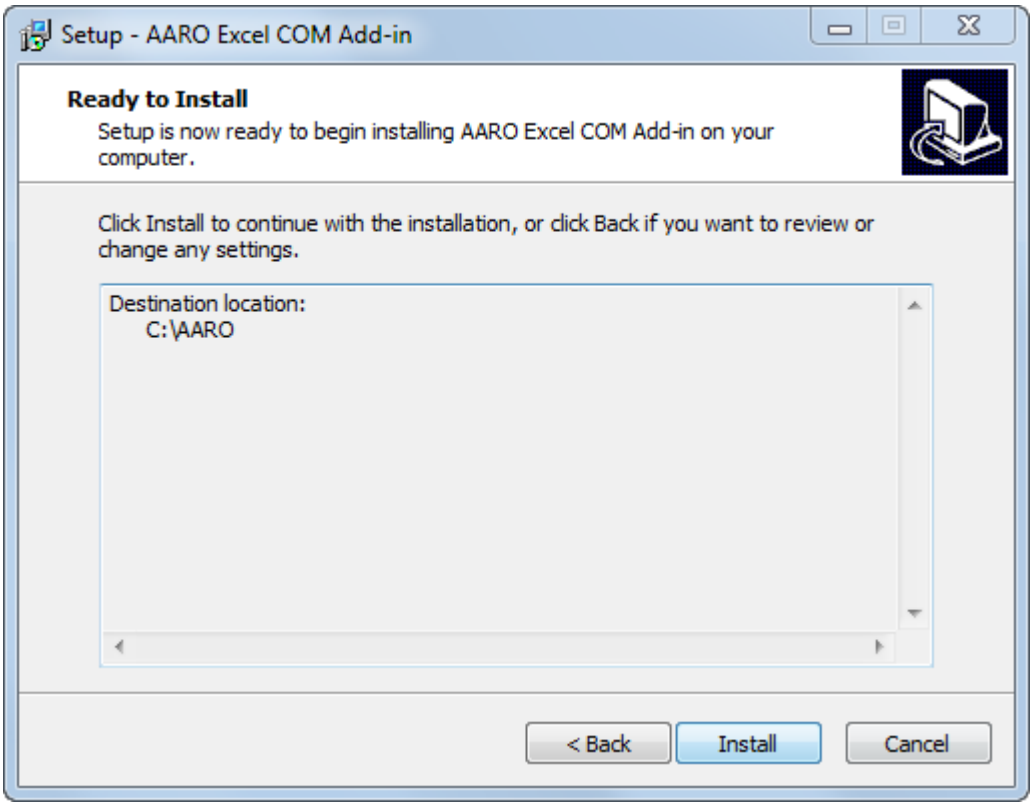

Setup - AARO Excel COM Add-in
Ready to Install
Setup is now ready to begin installing AARO Excel COM Add-in on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\AARO
< Back
Install
Cancel

Figure 1.1–3 Installing AARO Office add-in

5. Click **Finish** when installation is done.

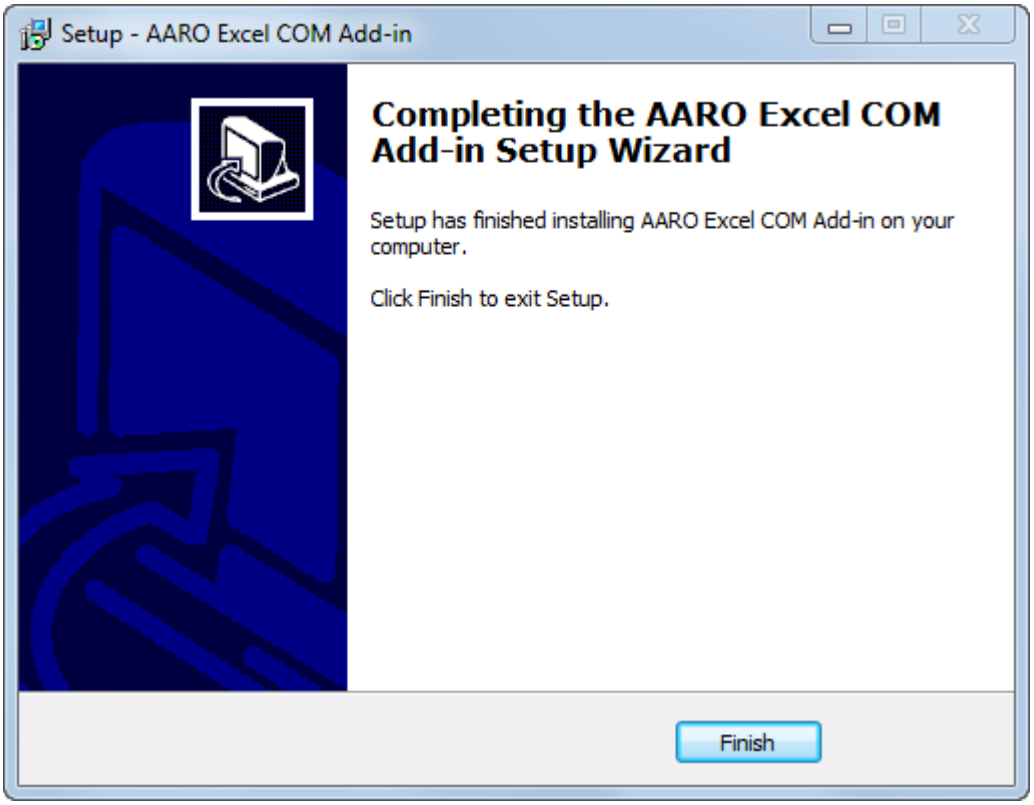

Setup - AARO Excel COM Add-in
Completing the AARO Excel COM Add-in Setup Wizard
Setup has finished installing AARO Excel COM Add-in on your computer.
Click Finish to exit Setup.
Finish

Figure 1.1–4 Finishing AARO Office add-in installation

1.2 Uninstalling the AARO Office Add-in

To uninstall the AARO Office add-in:

Go into the AAROOfficeAddIn/uninst folder in your AARO directory. Double click the unins000.exe file to remove the AARO Office Add-in from your computer.

1.3 Folders and files for the AARO Office Add-in

The following folders and files are created in the AARO directory when the AARO Office Add-in has been installed:

- OfficeAddIn folder – contains main add-in files. To upgrade to the latest version, replace the AaroOfficeAddIn.dll file with the latest version.
- AAROOfficeAddIn folder – contains the uninst subdirectory and the executable file for uninstalling the AARO Office Add-in.

1.4 Open AARO Office Add-in

When AARO Office add-in has been installed, a new menu named **AARO Reports** appears on the Excel main menu bar.

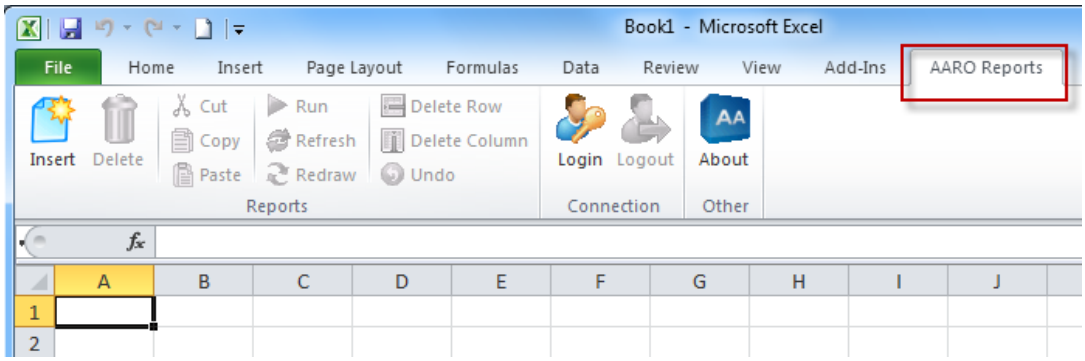


Figure 1.4–1 AARO Reports tab in Excel

All AARO Office add-in functionality for the web client is located under this menu.

1.5 Log on

Logon is necessary before any data can be accessed in the AARO database. To log on to AARO from Excel after opening the add-in, follow these steps:

1. On the **AARO Reports** menu in Excel, click the **Login** button.

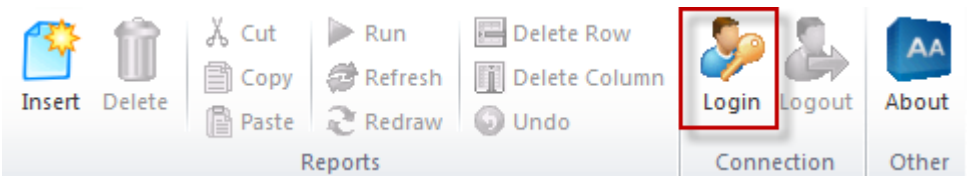


Figure 1.5–1 Login button on the AARO Reports menu

The logon dialog box will be displayed.

2. If you are logging on for the first time, you will need to choose which database to logon to by clicking the **Databases** button.

Figure 1.5–2 Databases button in the login window

The list of databases set up in the .srv file will appear. Select the relevant checkbox/ex and click **OK**.

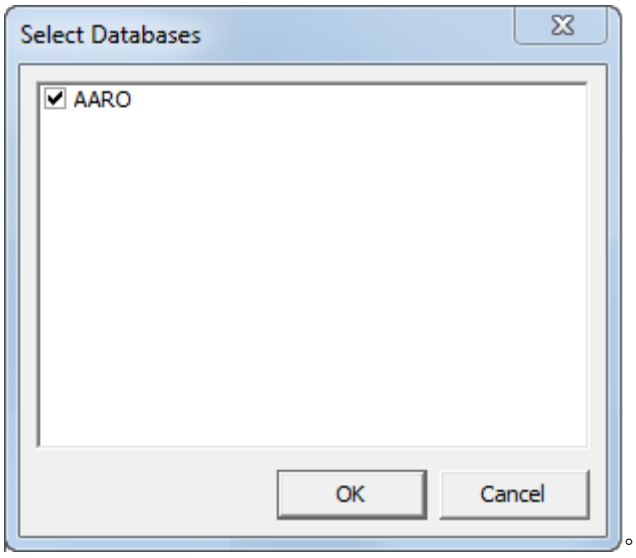


Figure 1.5–3 Selecting the database the first time

The selected database will now be available in the **Database** drop-down list when logging on.

3. In the **User Name** and **Password** fields enter your user name and password.

   If you are logging into the Office add-in using a domain user, only the password is required.

Figure 1.5–4 Login window

4. Click **Login**.

5. If the password has been expired or changed by the administrator, the **Change Password** window appears. Enter and retype new password.

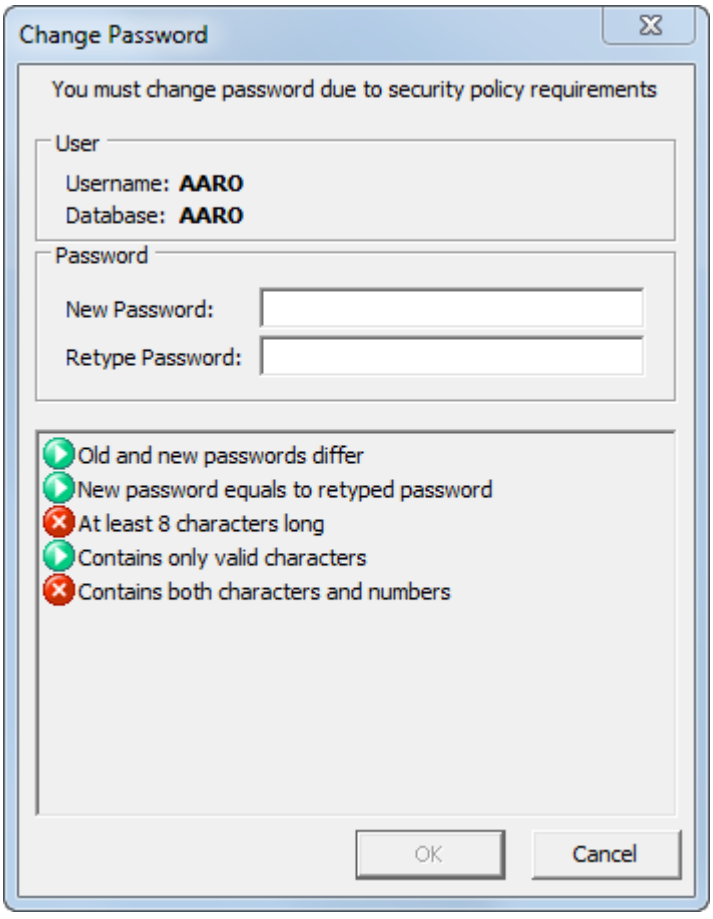


Figure 1.5–5 Change Password dialog

After logging on to the AARO database from Excel, all the AARO Office add-in features can be accessed.

1.6 Log off

When closing Excel, there is no need to log off from AARO as AARO is automatically logged off when Excel is closed.

There is also be an automatic log off from AARO if there is no activity for 2 hours (or another specific period of time that has been set up by the system administrator).

Alternatively, click the **Logout** button from the **AARO Reports** menu in Excel to logoff from AARO without closing Excel.

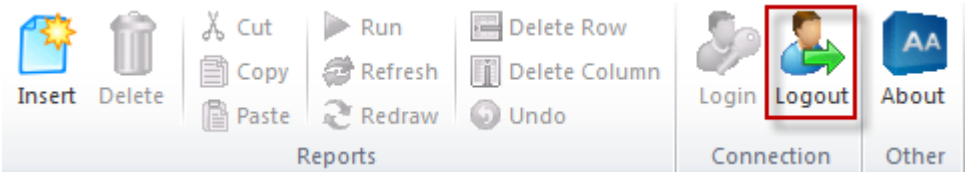


Figure 1.6–1 Logout button on the AARO Reports menu

1.7 About

To view information about the AARO Office add-in version and database, click the **About** button.

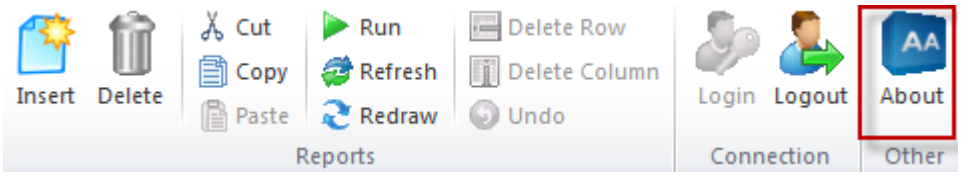


Figure 1.7–1 About button

2. Excel web client drill down reports

This chapter describes Excel web client drill down reports, including:

- how to insert a predefined AARO drill down report into Excel or paste it from the Web client
- how to drill down or expand the Excel report by parameter
- how to delete report rows and columns and how to copy-paste the report to a different location

2.1 Protected worksheets

Note that the Excel sheet is protected when a drill down report is inserted from the web client or Office Add-in. Therefore it is not possible to edit cells on the same worksheet as an Excel web client drill down report.

It is not advised to unprotect and make changes to the worksheet as this may break the inserted report, rendering the report unusable.

2.2 Insert a drill down report into Excel

To insert a predefined AARO drill down report into Excel:

1. Select the cell where the report will be started.
2. Click the **Insert** button.

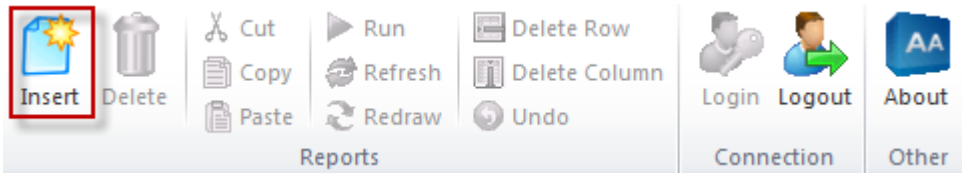


Figure 2.2–1 Insert button on the AARO Reports menu

Alternatively, right click a cell and click **AARO Insert Report**.

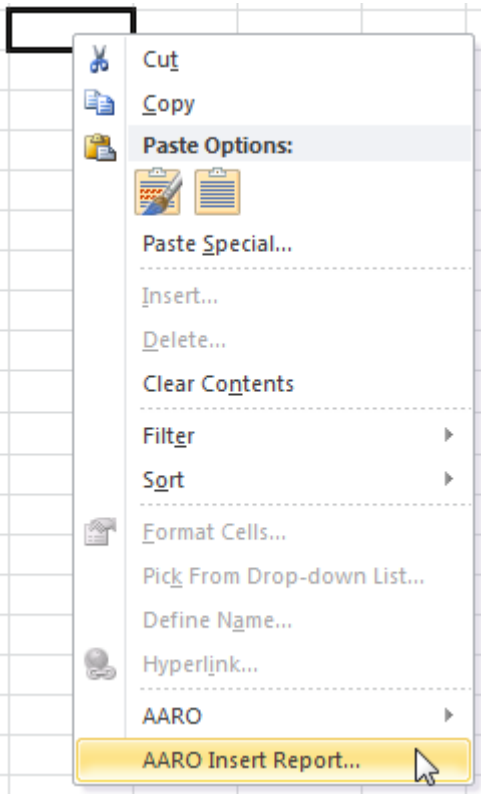


Figure 2.2–2 Right mouse button menu AARO Insert Report

3. Select the report in the report tree.

   If the report has parameters, the parameter selection dialog will be displayed in the right pane. Each parameter is presented on a separate tab with the list of parameter values available for selection.

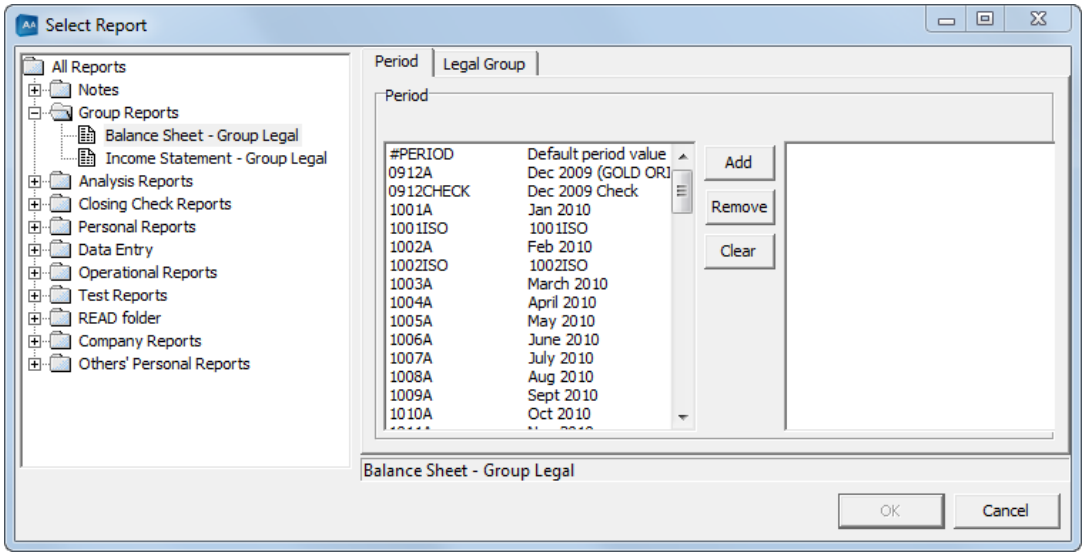


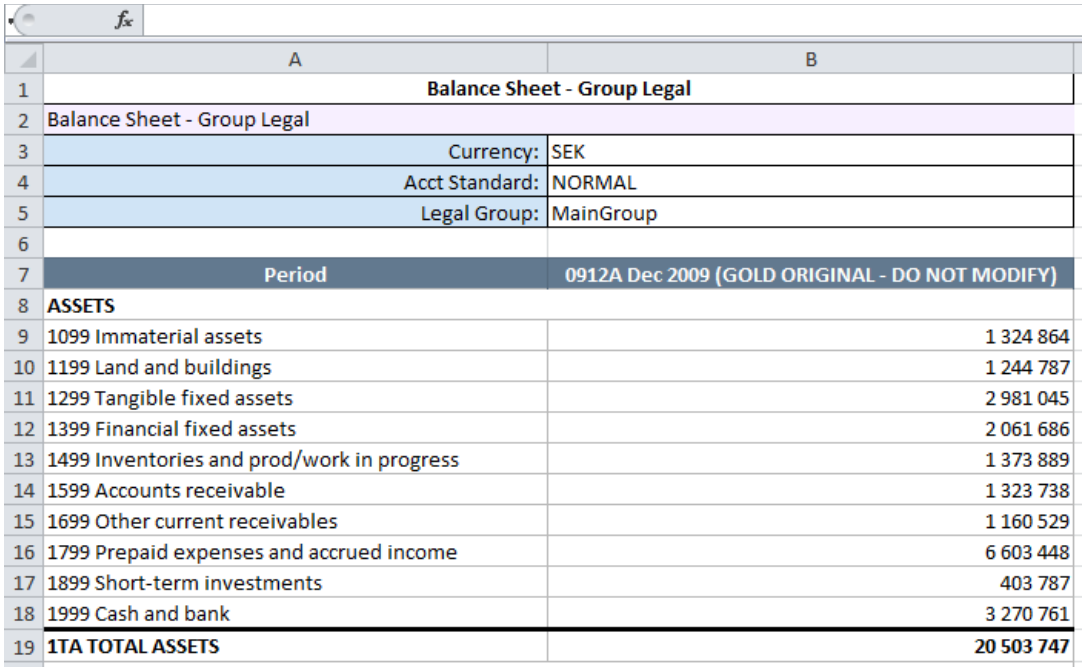
Figure 2.2–3 Selecting a predefined report in the report tree

4. Select parameter values by moving them from the left to right pane by clicking the **Add** button or double-clicking the value.

To remove a selected value, select the value in the right pane and click the **Remove** button or double-click the value. To clear the selection, click the **Clear** button.

Repeat the step for each parameter tab. Click **OK** when done.

The report is then loaded in the selected cell.



	A	B
1	**Balance Sheet - Group Legal**	
2	Balance Sheet - Group Legal	
3	Currency:	SEK
4	Acct Standard:	NORMAL
5	Legal Group:	MainGroup
6		
7	**Period**	**0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)**
8	**ASSETS**	
9	1099 Immaterial assets	1 324 864
10	1199 Land and buildings	1 244 787
11	1299 Tangible fixed assets	2 981 045
12	1399 Financial fixed assets	2 061 686
13	1499 Inventories and prod/work in progress	1 373 889
14	1599 Accounts receivable	1 323 738
15	1699 Other current receivables	1 160 529
16	1799 Prepaid expenses and accrued income	6 603 448
17	1899 Short-term investments	403 787
18	1999 Cash and bank	3 270 761
19	**1TA TOTAL ASSETS**	**20 503 747**

Figure 2.2–4 Predefined AARO report loaded in Excel

2.3 'Live copy' to Excel from the AARO Web client

This section describes how to copy a drill down report from the AARO Web client to Excel, keeping all drill down functionality active.

To perform 'live copy' to Excel from the AARO Web client:

1. In the AARO Web client open or create the drill down report of your choice.
2. On the **Export** menu, click **Excel Live**.

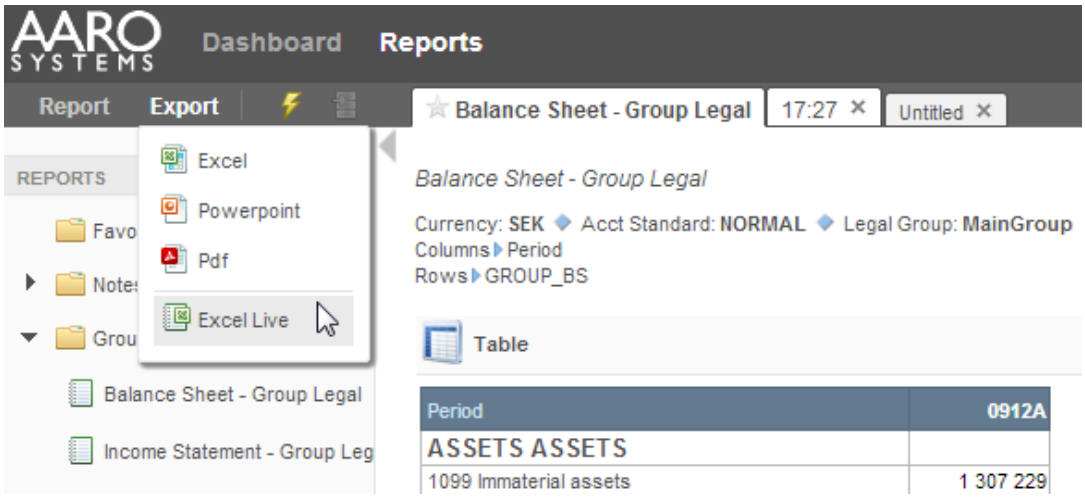


Figure 2.3–1 Excel Live menu on the web client menu panel

Alternatively, in the report tree, expand the report name menu and click **Export > Excel Live**.

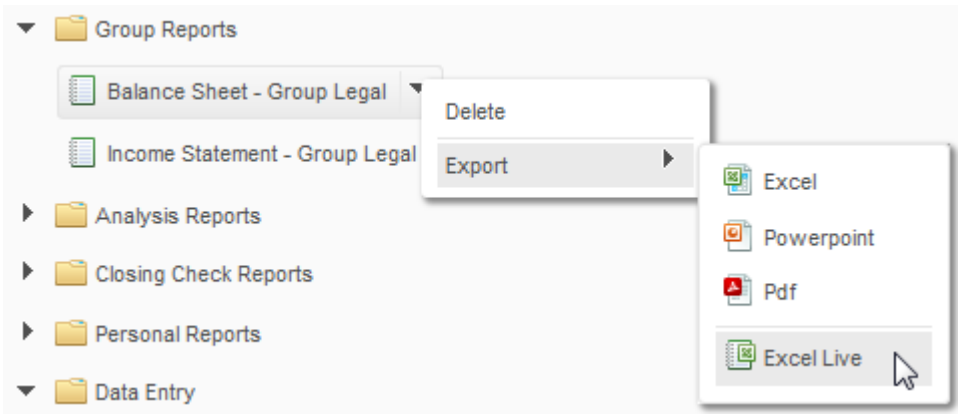


Figure 2.3–2 Excel Live menu from the web client report tree

The AARO Office add-in login window will appear if the user is not already logged in.

3. Select the same database and user name as was used in the Web client and click **Login**.

The report is pasted onto the active Excel sheet next to existing reports if such exist. A new Excel workbook will be created if an active worksheet is not already open.

The report exported using the Web client menu panel is pasted into Excel as a new report without a title. A report exported from the report tree is pasted to Excel as a predefined report with title.

	A	B	C
1			
2		<New Report>	
3			
4		Currency:	SEK
5		Acct Standard:	NORMAL
6		Legal Group:	MainGroup
7			
8		Period	0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)
9		ASSETS	
10		1099 Immaterial assets	1 324 864
11		1199 Land and buildings	1 244 787
12		1299 Tangible fixed assets	2 981 045
13		1399 Financial fixed assets	2 061 686
14		1499 Inventories and prod/work in progress	1 373 889
15		1599 Accounts receivable	1 323 738
16		1699 Other current receivables	1 160 529
17		1799 Prepaid expenses and accrued income	6 603 448
18		1899 Short-term investments	403 787
19		1999 Cash and bank	3 270 761
20		1TA TOTAL ASSETS	20 503 747

Figure 2.3–3 Report exported into Excel from AARO web client menu panel

2.4 Delete a drill down report from Excel

To remove a drill down report from Excel, select a report cell and click the **Delete** button.

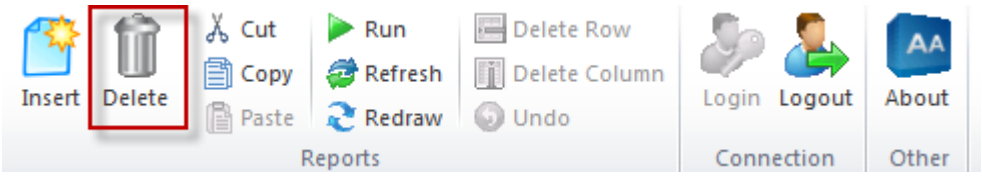


Figure 2.4–1 Deleting a drill down report from Excel using the Delete button

Alternatively, right-click a report cell and click Delete from the **AARO** menu.

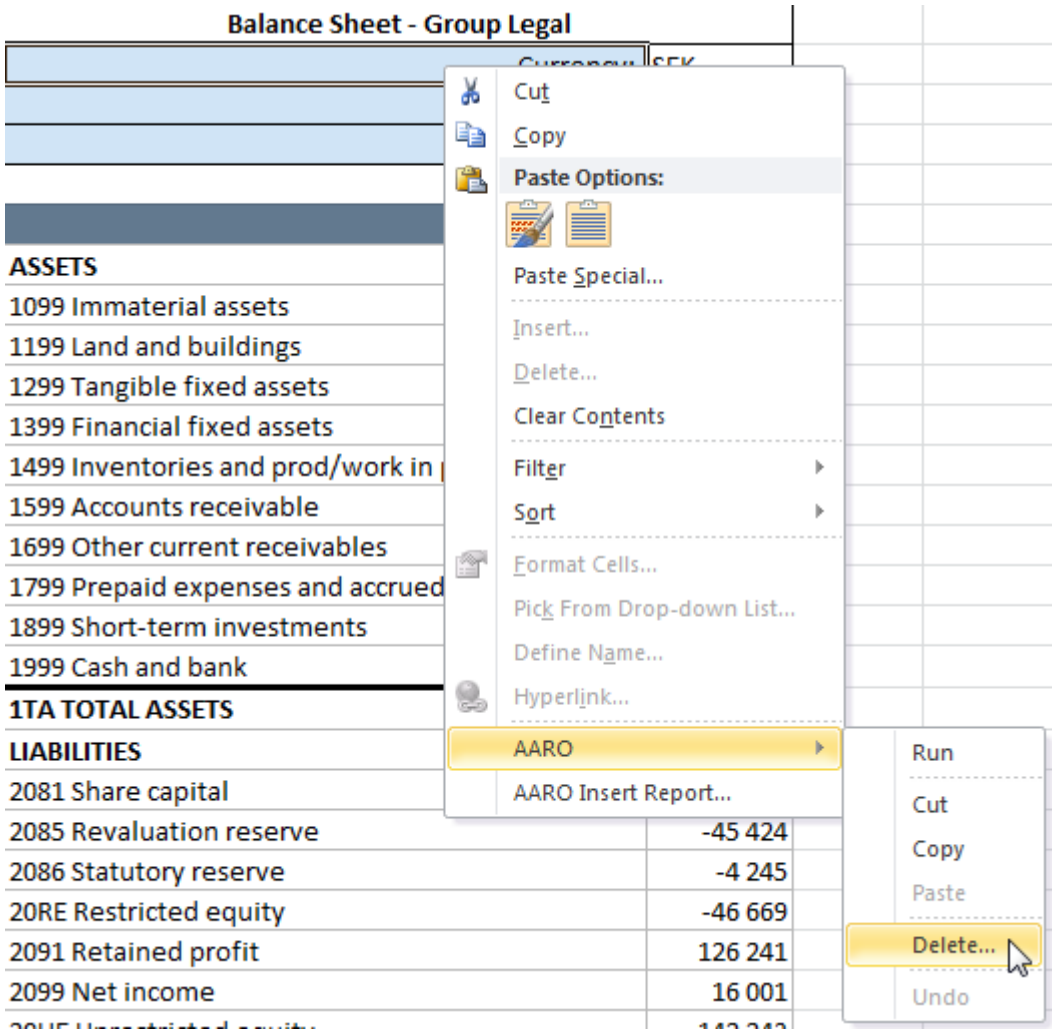


Figure 2.4–2 Deleting a drill down report from Excel using the right mouse button

2.5 Drill down in Excel

If a certain number is of interest and more details are required, the **drill down by** functionality can be used.

Select a **cell**, **row** or **column**, right-click and select the menu **Drilldown** from which a choice of parameter is available.

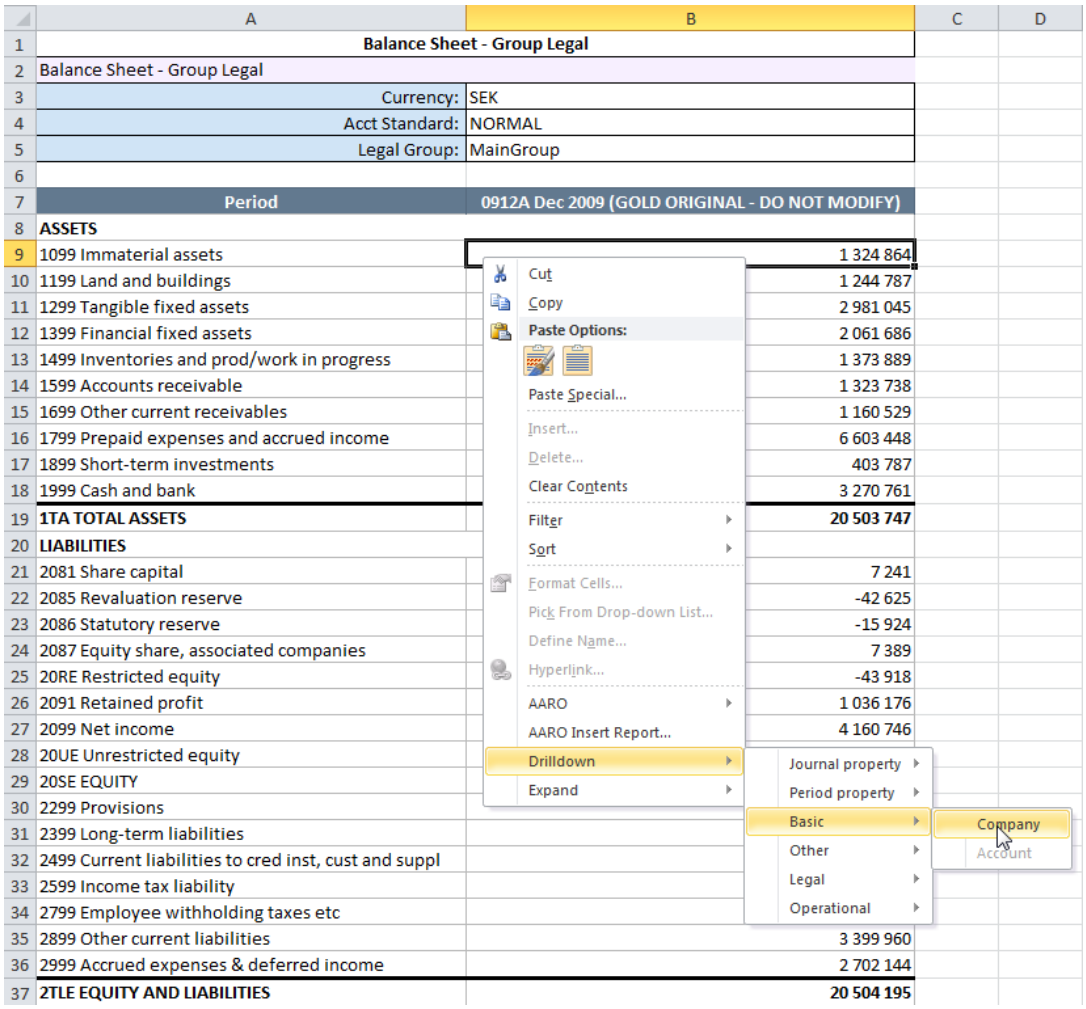


Figure 2.5–1 Drilling down a cell by parameter Company

The new drilled down report appears next to the original report. Note that the report total of the new report is the same as shown in the source report.

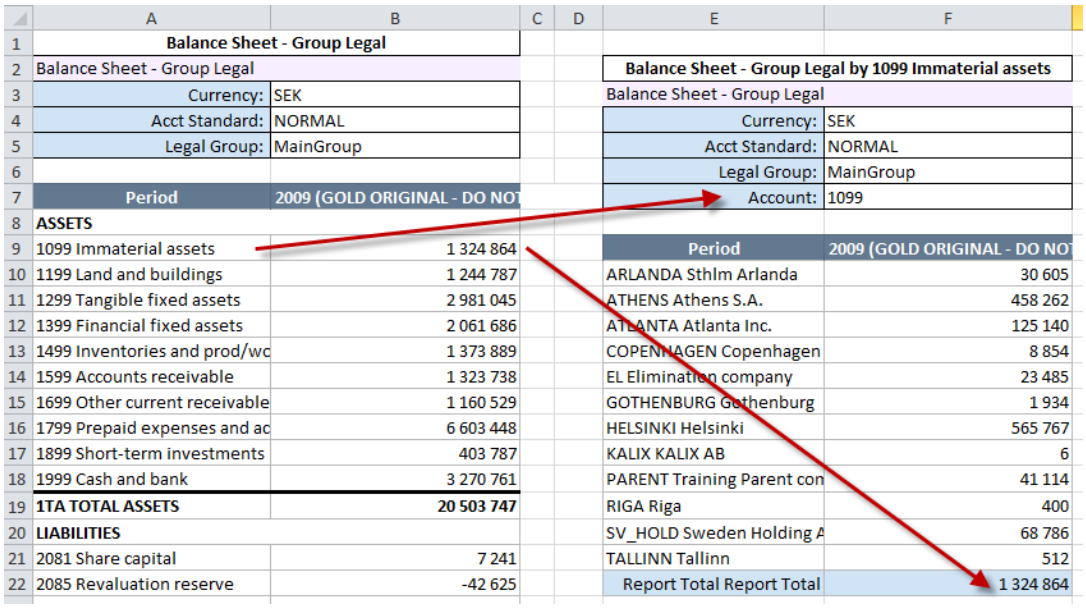

Balance Sheet - Group Legal
Balance Sheet - Group Legal
Currency: SEK
Acct Standard: NORMAL
Legal Group: MainGroup
Period 2009 (GOLD ORIGINAL - DO NOT
ASSETS
1099 Immaterial assets 1 324 864
1199 Land and buildings 1 244 787
1299 Tangible fixed assets 2 981 045
1399 Financial fixed assets 2 061 686
1499 Inventories and prod/wc 1 373 889
1599 Accounts receivable 1 323 738
1699 Other current receivable 1 160 529
1799 Prepaid expenses and ac 6 603 448
1899 Short-term investments 403 787
1999 Cash and bank 3 270 761
1TA TOTAL ASSETS 20 503 747
LIABILITIES
2081 Share capital 7 241
2085 Revaluation reserve -42 625
Balance Sheet - Group Legal by 1099 Immaterial assets
Balance Sheet - Group Legal
Currency: SEK
Acct Standard: NORMAL
Legal Group: MainGroup
Account: 1099
Period 2009 (GOLD ORIGINAL - DO NOT
ARLANDA Sthlm Arlanda 30 605
ATHENS Athens S.A. 458 262
ATLANTA Atlanta Inc. 125 140
COPENHAGEN Copenhagen 8 854
EL Elimination company 23 485
GOTHENBURG Gothenburg 1 934
HELSINKI Helsinki 565 767
KALIX KALIX AB 6
PARENT Training Parent con 41 114
RIGA Riga 400
SV_HOLD Sweden Holding A 68 786
TALLINN Tallinn 512
Report Total Report Total 1 324 864

Figure 2.5–2 Report created by drill down

2.6 Expand

To view details without creating a new report, **expand** functionality can be used.

Select a **row** or **column**, right-click and select the menu **Expand** from which a choice of parameter is made.

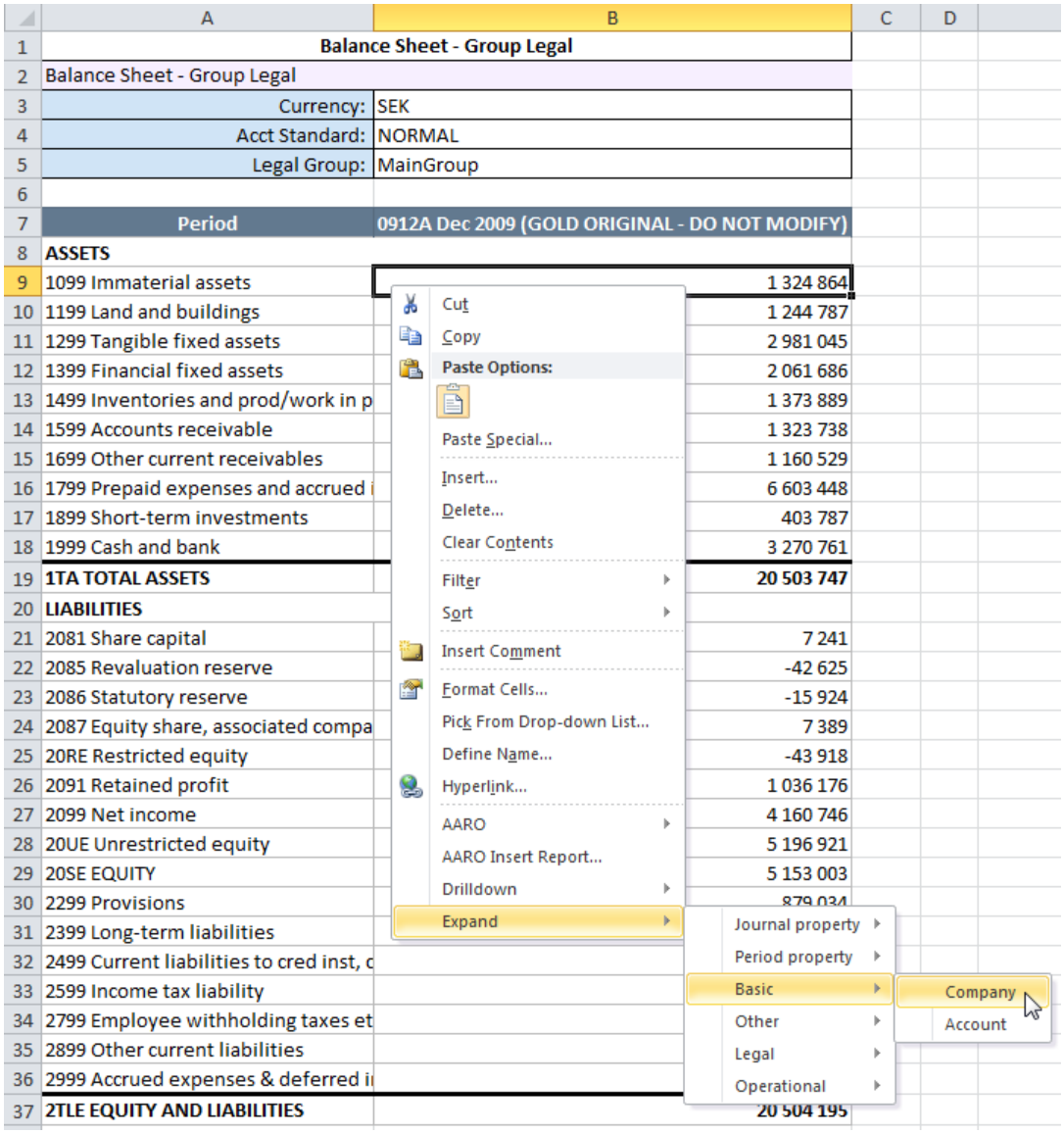


Figure 2.6–1 Expanding a row by parameter Company

New rows/columns appear under the expanded row/column.

	A	B
1	**Balance Sheet - Group Legal**	
2	Balance Sheet - Group Legal	
3	Currency:	SEK
4	Acct Standard:	NORMAL
5	Legal Group:	MainGroup
6		
7	**Period**	**0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)**
8	**ASSETS**	
9	1099 Immaterial assets	1 324 864
10	ARLANDA Sthlm Arlanda	30 605
11	ATHENS Athens S.A.	458 262
12	ATLANTA Atlanta Inc.	125 140
13	COPENHAGEN Copenhagen	8 854
14	EL Elimination company	23 485
15	GOTHENBURG Gothenburg	1 934
16	HELSINKI Helsinki	565 767
17	KALIX KALIX AB	6
18	PARENT Training Parent company	41 114
19	RIGA Riga	400
20	SV_HOLD Sweden Holding AB	68 786
21	TALLINN Tallinn	512
22	Report Total Report Total	1 324 864
23	1199 Land and buildings	1 244 787

Figure 2.6–2 Row expanded by parameter Company

To collapse the expanded row or column, select an expanded cell, right click and select **Collapse**.

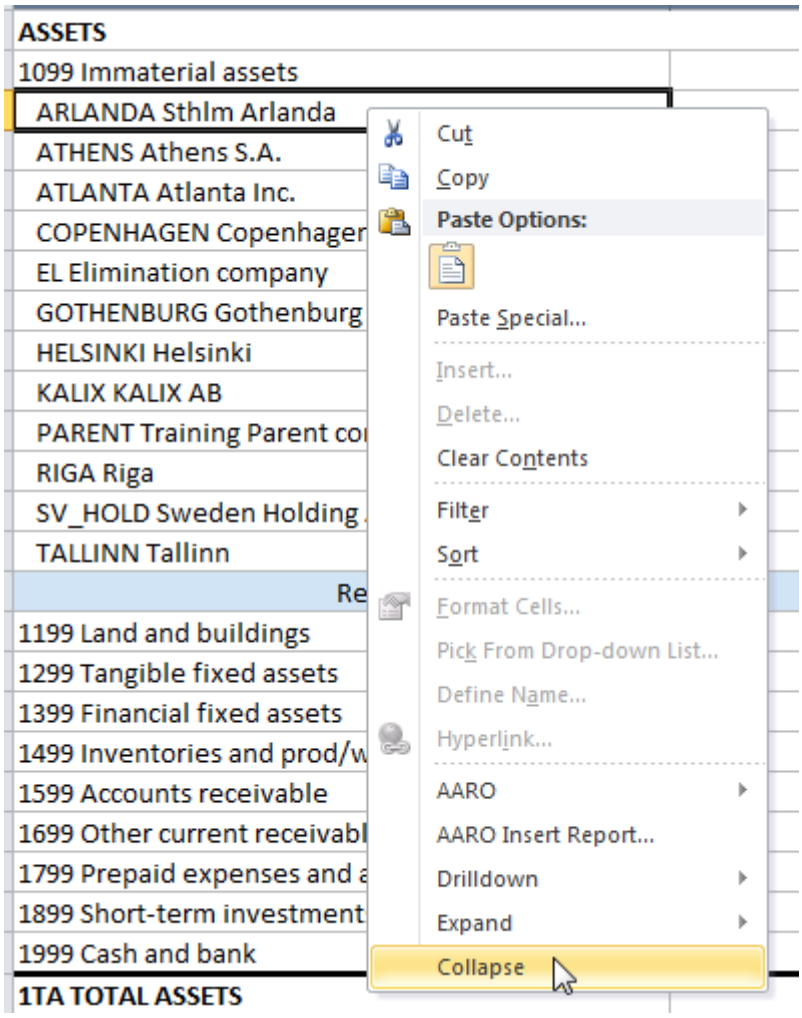


Figure 2.6–3 Collapsing expanded rows

Expand can be done several times on already expanded rows/columns.

Note: The expand by functionality cannot be applied to 'Report Total', 'Grand Total' and 'Other' columns.

2.7 Delete row/column

To delete a report row or column, select the row/column to be deleted and click the **Delete Row** or **Delete Column** button. To undo the operation, click the **Undo** button.

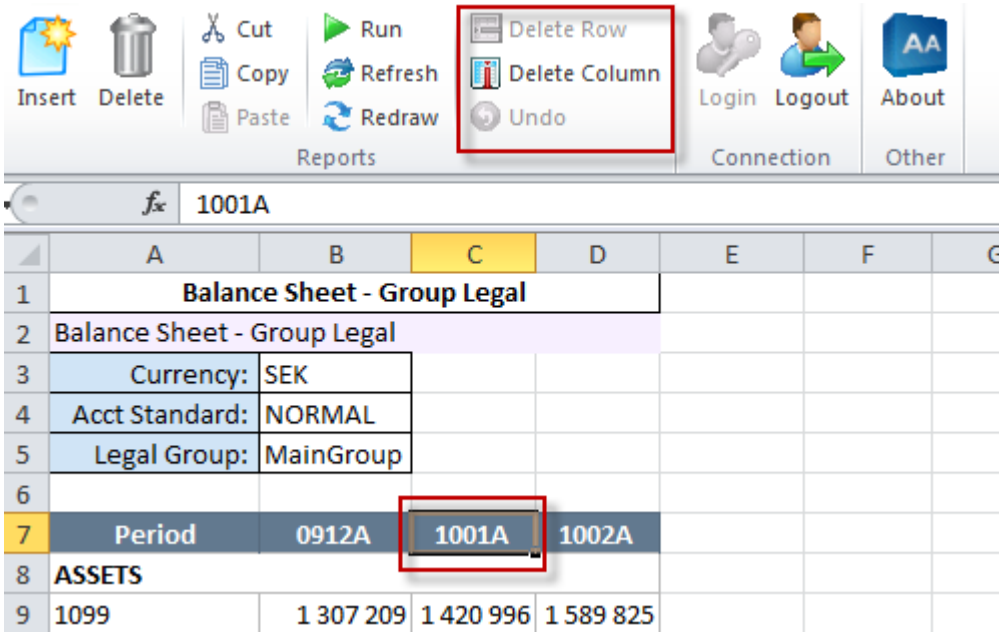


Figure 2.7–1 Delete Row, Delete Column and Undo buttons

2.8 Cut/copy/paste report

To copy or cut a report to a new location, select a report cell and click one of the following buttons:

- Click **Copy** to leave the original report in place and copy it to a new location;
- Click **Cut** to remove the original report and place it in a new destination.

The report can be pasted by clicking the **Paste** button.

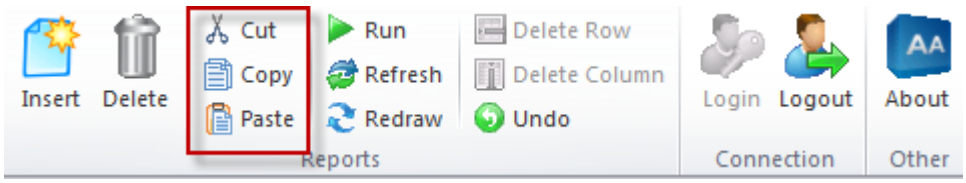


Figure 2.8–1 Cut, Copy and Paste buttons

The same options are also available from the right mouse menu: **AARO**.

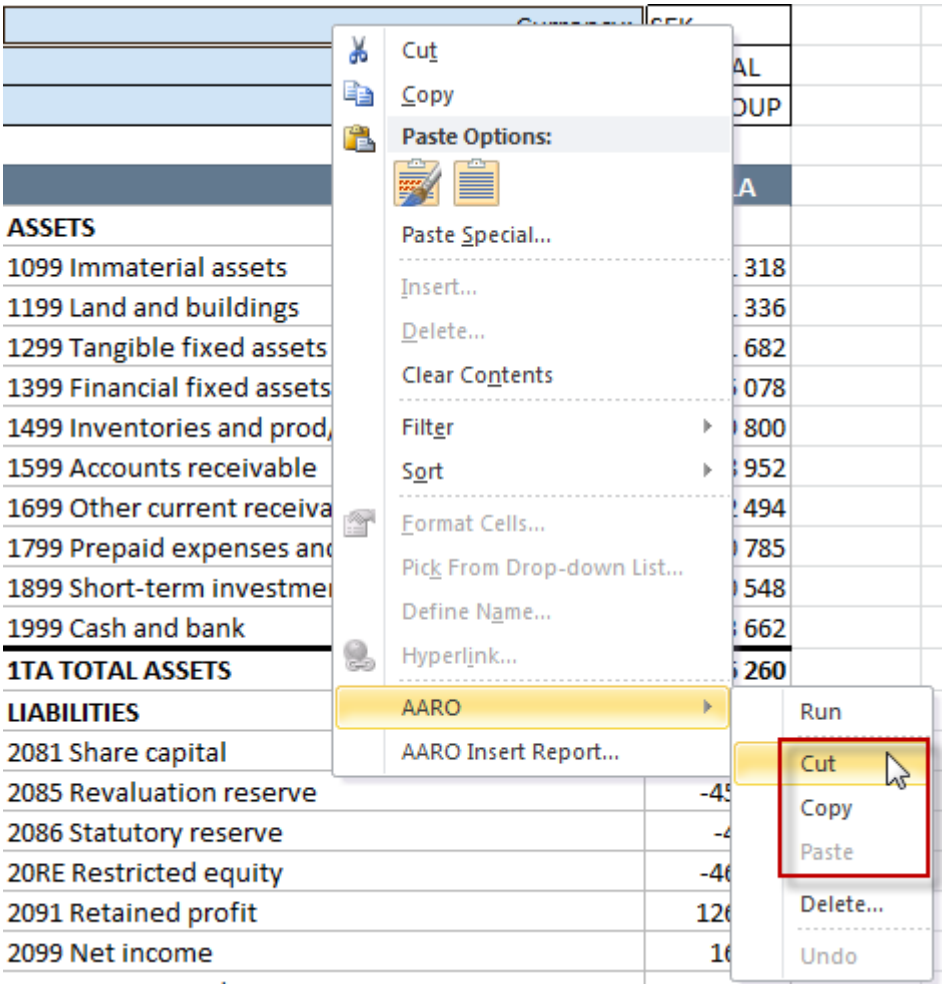


Figure 2.8–2 Cut, Copy and Paste options on the right mouse button menu

2.9 Run report

To rerun the report with new parameter values, select a report cell and click the **Run** button.

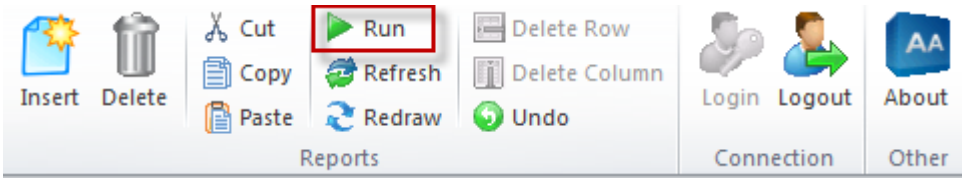


Figure 2.9–1 Run button

Alternatively, right-click the report and choose **Run** from the **AARO** menu.

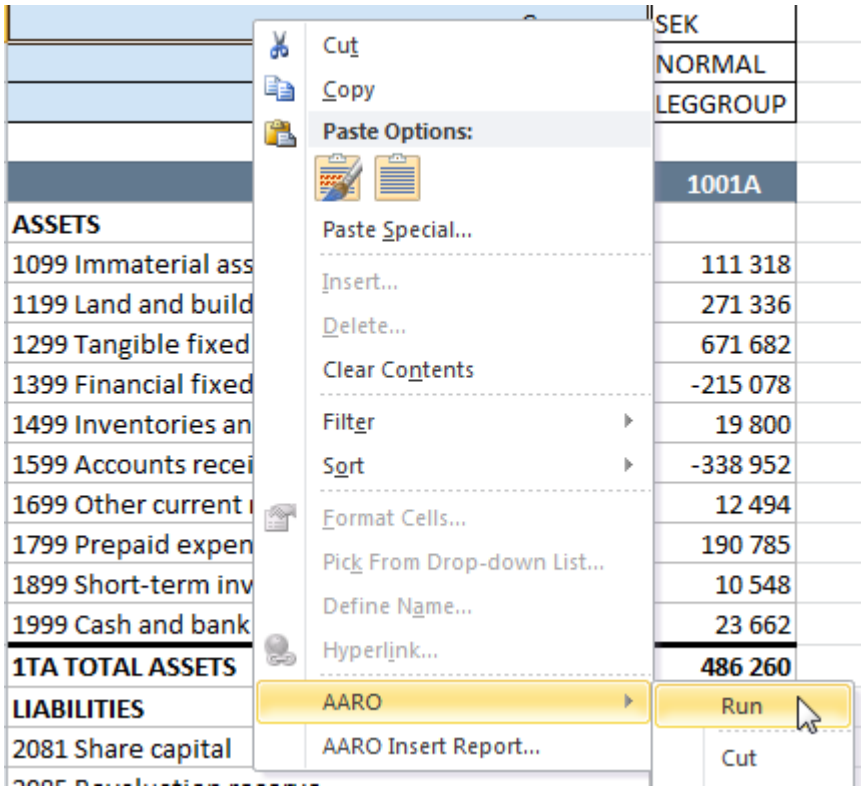


Figure 2.9–2 Run option on the right mouse button menu AARO

If the report has parameters, the parameter selection box will be displayed:

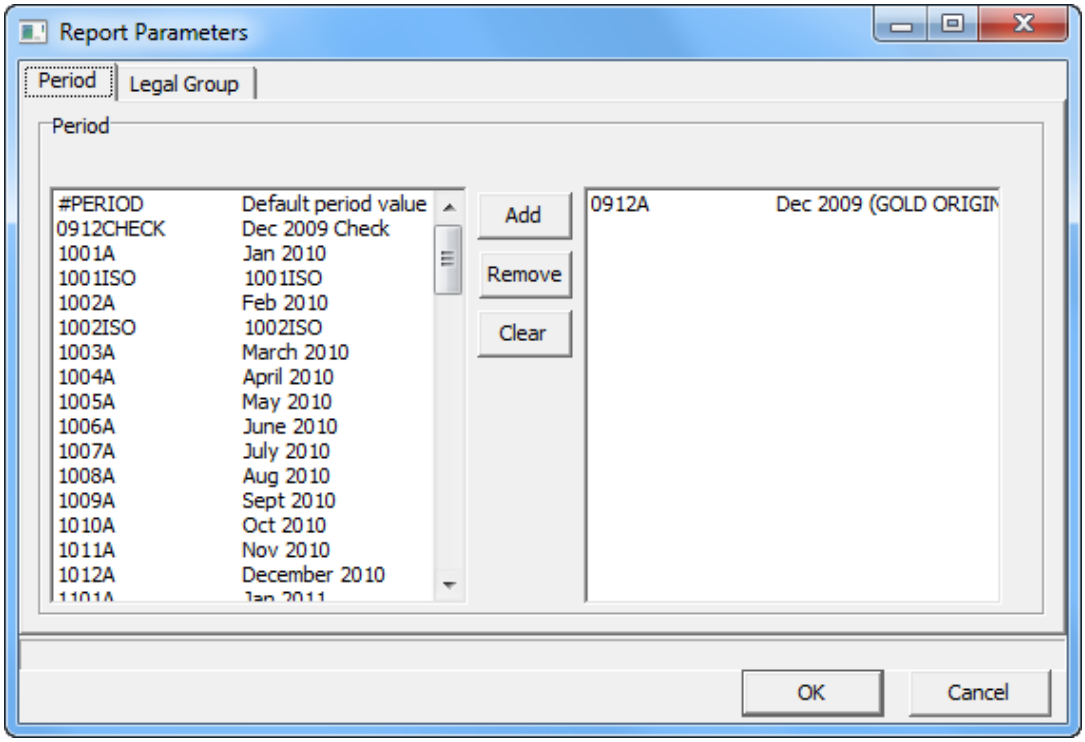


Figure 2.9–3 Parameter selection dialog

Select the new parameter value/s and click **OK**.

2.10 Refresh report

To refresh report data if for example reported values were changed, select a report cell and click the **Refresh** button.

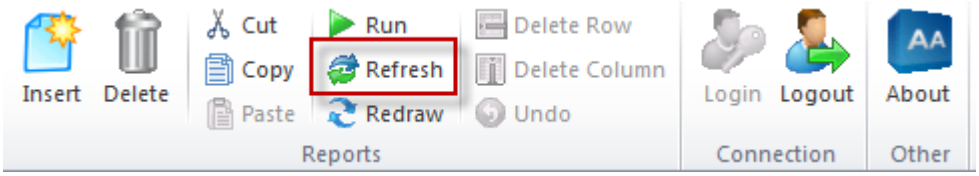


Figure 2.10–1 Refresh button

2.11 Redraw report

To redraw a report, for example if encountering report errors from using Excel functions within a report on a worksheet which has been changed to unprotected, select a report cell and click the **Redraw** button.

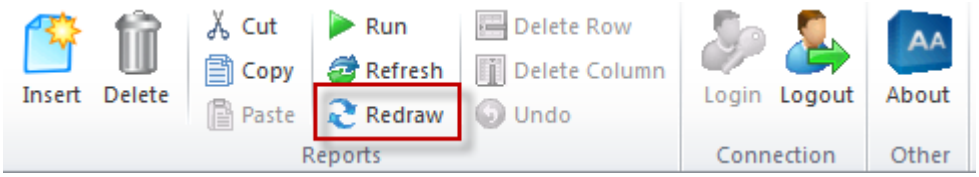


Figure 2.11–1 Redraw button